

Annual General Meeting 12th November 2024

1. Introductions

Attendees- Helen Beach (Chair/ Koala), Sonia Adams (Vice Chair/ Penguin) Liz Newton (Treasurer / Lemur), Andy Bowman (Headteacher) Paula Matthias (Family Liaison) Charlotte Todd (Octopus), Helen Donaldson (Hedgehog), Helen Jackson (Leopard) Emma McCormack (Lions), Sarah King (Octopus)

On Zoom: Lucy Pook (Heron), Susie Carnaby (Octopus), Kirsty Whayman (Honeybee) Katrina Phillips (Fox), Daniella Makepeace (Fox)

Apologies- Faye (Lions), Kate Myers (Butterfly), Jess Swingler (Kangaroo), Julia Pollard (Starfish), Davina Roberts (Kiwi)

2. **Treasures report-** please see report attached (Liz Newton)

3. **Roles of PTA-** Chair and Treasurer are hoping that people may like to shadow them this year to take over next year...

Unanimously voted in:

PTA Co Chairs-Helen Beach and Sonia Adams

Vice Chair- Lucy Pook

Treasurer- Liz Newton (Stuart Newman- offered to shadow and help this year)

Secretary- Melanie Zaalof

4. Funding Requests from school

Andy Bowman reported on great impact the funding has had on children including the art enrichment of the Upfest last year and all the equipment in the playground

- Really positive feedback from the children- e.g. 'children feel safer in the playground'.
- Funding requests include a sheltered area in each site so more of the curriculum can happen outside. Will help with shade and events too.
- More play equipment including hanging bars
- Quotes to follow for the above two points
- Schools focus is on OPAL

5. Halloween Disco

- Profit £1673

- Positive feedback received - calmer and easier entrance and exit from the site
- No negative feedback received

6. **Christmas Card update**

Thank you Jess Swinger for organising so early this year and securing 25% commission. Cards are due to arrive and be distributed tomorrow (13/11/24)

- £856 commission made
- Jess will give each teacher a copy of what each child has ordered to check
- Parents can get in touch with the company directly if any problems- any then problems please contact Jess.
- For parents who have not yet ordered- you can still order cards now but you will have to pay for delivery to your address.

7. **Winter Fair**

Saturday 7th December - 1-4pm Merrywood Site.

- All organised except Pelican and Butterflies who need to sign up to a stall
- New stalls include hair braiding
- Christmas Trees- to be run by year previous 6 parents.
- Santa's Grotto- two Santas are booked!
- Cafe- will be asking classes of donations for the fair- no nuts or sesame. Please bring along to the fair or the day before to Merrywood only.
- Hampers- hamper tickets have gone out by now. Please can they return any unsold tickets. The office has spare tickets in case you want extras...Hampers can come on 6th or 7th.
- Also glitter tattoos, sponsor a teddy, lolly pop dips and more, toys and books!!!
- Class reps will be contacted to go through each stall and offer help and answer questions.
- 2 Trees from the Winter Fair are usually donated to each site. For sustainability and ease for each year we have voted for the PTA to purchase 2 pre-lit artificial trees, one for each site for the school.

8. **Help with Christmas Food bank Hampers**

Paula will request help to make up the hampers nearer the time. Volunteers needed (about 10 needed) to make the food parcels up:

Tuesday 17th December (shopping delivery comes at 6am!)

Wednesday 18th December (veg delivery comes) 2024

PTA reps to send messages out to the class. Helen will make a spreadsheet for sign up.

9. Year Three/Four carols

St Pauls Church 5pm 11th December- volunteers needed to sell mulled non alcoholic wine/hot chocolate and mince pies - sign up to follow on PTA events

10. Christmas Lunches-

PTA will need volunteers for the lunches.

Merrywood- 10th December

Myrtle- 12th December

- Funding agreed on Christmas Crackers for all children, inc pre school.
- Volunteer slots will go out soon- look out for it in the newsletter!

11. End of Year of collection

End of year collection for all of the staff at Southville- parents to contribute and/or can contribute by collecting from each class. Liz, Sonia and Kirsty have volunteered to coordinate the gifts for Christmas. Each class can do a teacher collection and then put some money from that pot into the end of year collection for everyone.

12. Winter Lantern Parade-

Year 3- voted yes to continue to fund this for year 3 children, or a lantern workshop. Parents will be asked to make a voluntary donation. Paula will look into.

13. Beginners Ball-

Changed to 22nd January. Alcohol licence will be applied for.

Next meeting: Tuesday 14th January 2025 at 7pm

Treasurer's Report:

Since the last meeting we have raised:

- £262.57 in donations from the welcome picnic,
- £1,673.14 from the Halloween Disco,
- £856.25 from Christmas cards, etc sales and
- £42.41 in bank interest.

In the year to 31 August 2024 we have raised the following:

- * Welcome Picnic £290.82
- * Halloween Disco's £1,784.35
- * Comedy Night £538.50
- * Wreath Making £365.86 (new event for 23/24)
- * Winter Fair £7,374.75
- * Year 3/4 Carol's £123.64
- * Beginner's Ball £428.01
- * Quiz Night £1,282.98
- * Spring Disco's £1,596.52
- * May Fair £6,751.68
- * Easy Fundraising £74.21 (£55 less than last year)
- * Tea Towels £570.31 (£46 less more than year)
- * Christmas cards £610.58 (using a new company to last year)
- * Charitable Giving Donations £370
- * Uniform Sale £33
- * Bank Interest £272.65

We spent money too! Some of the things we bought to enrich the lives of the children at Southville include

- * Contributed a net of £9,348.17 towards Southfest
- * Paid half of all theatre tickets for the whole school at Christmas £2,697.36
- * Outdoor speakers for both sites £506.67
- * Kitchen equipment to be used for enrichment at Merrywood £751.92
- * playground equipment (Dope Ropes £213.20 and Ezy Rollers £374.94)
- * contributed £1500 to year 6 leavers year book/hoodies
- * contributed a net of £619.85 towards year 3 pupils taking part in Lantern Parade workshops
- * paid £1525 towards a year end treat for all pupils

Between the bank account, savings account and cash we have approx. £20,300. However, of that we have £ 7,350 ring fenced for things previously agreed with school (including paying for the SMOOGA) and we have also agreed to fund half of all Theatre Trip Tickets (approx cost £3,000) . We have also already outlaid some expenditure towards the Christmas Fair. This leaves us with just under £10k for funding future school enrichment!

Our income for the year ended 31 August 2024 was over £25,000 so we will be having our accounts independently examined (as we did last year) before they are submitted to the charities commission.

Southville Primary School PTA - Income & Expenditure 2023/24

01 September 2023 - 31 August 2024

| Event Description | Income | Expend | Net |
|---|------------------|--------------------|--------------------|
| Opening Balance 2023/24 | | | 13,688.74 |
| <u>EVENTS</u> | | | |
| Welcome Picnic Donations | 309.31 | (18.49) | 290.82 |
| HALLOWEEN DISCO | 2,084.97 | (300.62) | 1,784.35 |
| COMEDY NIGHT | 944.30 | (405.80) | 538.50 |
| Wreath Making | 1,161.70 | (795.84) | 365.86 |
| WINTER FAIR | 10,367.86 | (2,993.11) | 7,374.75 |
| Year 3/4 carols | 242.55 | (118.91) | 123.64 |
| Beginners Ball | 636.78 | (208.77) | 428.01 |
| Quiz Night | 1,753.27 | (470.29) | 1,282.98 |
| Spring Discos | 1,867.38 | (270.86) | 1,596.52 |
| May Fair | 7,808.05 | (1,056.37) | 6,751.68 |
| | 27,176.17 | (6,639.06) | 20,537.11 |
| <u>OTHER INCOME and EXPENDITURE</u> | | | |
| PTA insurance | | (153.00) | (153.00) |
| PTA meeting refreshments / thank yous | | (9.80) | (9.80) |
| Small Lottery Licence | | (20.00) | (20.00) |
| Easy Fundraising | 74.21 | | 74.21 |
| Bank account interest | 272.65 | | 272.65 |
| Charitable Giving | 370.00 | | 370.00 |
| Tea Towels | 1,790.28 | (1,219.97) | 570.31 |
| Crackers/wrapping paper for Christmas lunches | | (151.73) | (151.73) |
| Year 6 leavers | | (1,500.00) | (1,500.00) |
| Year End Treat | | (1,525.00) | (1,525.00) |
| Year 6 money raised at May Fair | | (4.86) | (4.86) |
| Scrap Store | | (135.00) | (135.00) |
| Sports Day | | (203.70) | (203.70) |
| Christmas Cards | 610.58 | | 610.58 |
| Uniform Sale | 33.00 | | 33.00 |
| Lantern Parade | 42.07 | (661.92) | (619.85) |
| Southville: Theatre tickets | | (2,697.36) | (2,697.36) |
| Southville Primary:OUTDOOR SPEAKERS | | (506.67) | (506.67) |
| Southville Primary: Ezy Rollers | | (374.94) | (374.94) |
| Southville Primary: KS1 Kitchen Equipment | | (751.92) | (751.92) |
| Southville Primary: Dope Ropes | | (213.20) | (213.20) |
| Southfest | 60.55 | (9,348.17) | (9,287.62) |
| Misc income (donations, etc) | 53.74 | (357.57) | (303.83) |
| | 3,307.08 | (19,834.81) | (16,527.73) |

| | | | |
|----------------------------------|-------------------------|--------------------|------------------|
| Total 2023/24 | 30,483.25 | (26,473.87) | 4,009.38 |
| Closing Balance | | | 17,698.12 |
| Cash Funds: | | | |
| Cash funds 31 August 2023 | 13,688.74 | | |
| Excess of Receipts over Payments | <u>4,009.38</u> | | |
| Cash funds 31 August 2024 | <u>17,698.12</u> | | |
| Cash Funds represented by: | | | |
| Current account | 195.96 | | |
| Deposit account | 17,502.16 | | |
| Cash | <u>0.00</u> | | |
| | <u>17,698.12</u> | | 0.00 |